



U.S. General Services Administration

Federal Acquisition Service

Acceptance Information Document

GSA Training Module developed for NITCP

Acceptance Information Document Training

Module Overview

Description: This training module will take you step-by-step through the Acceptance Information Document (AI) module in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

Acceptance Info Doc Glossary

Term	Definition
Acceptance Info Doc	Invoice acceptance form in ITSS. Contractors submit this form indicating how much they will be invoicing for the order/task item, or for a particular service month. Clients can accept, partially accept, or reject the amount submitted by the contractor. GSA can accept/partially accept on Client's behalf.
FSC	Financial Services Center. The FSC uses ITOMS to process invoices for RBA orders.
VITAP	GSA Finance's Invoice Processing Management system.
Imported Invoice	An invoice document imported into the RBA from VITAP. In the RBA, Acceptance Information documents must match to Imported Invoices in order to continue processing and payment. Imported invoices are brought into RBA as lump sums and must be broken out by task item before processing.
Final Authorization	GSA's final acceptance of an Acceptance Information Doc in ITSS. GSA can authorize a full or partial acceptance, or reject outright. CSRs are also able to bypass the client authorization in this manner.
Amount to Bill to Cost	Amount GSA recommends to bill a specific citation for the accepted task item invoiced amount.
Amount to Bill to Fee	Amount GSA recommends to bill a specific citation for the fee associated with the invoice.
Matching	Process by which an Imported Invoice is linked with an Acceptance Info Doc in RBA; invoices must be matched in order to be processed in VITAP. Matching can occur automatically upon the invoice import, or be done manually by GSA.

ITSS Acceptance Info Privileges


User Role Action	Create	Edit	View
GSA User	✓	✓*	✓
Client		✓**	✓
Contractor	✓	✓**	✓

*GSA User can edit if Acceptance Info status is NOT Accepted, Partially Accepted or Rejected

**Client & Contractor can edit if status is 'Client Acceptance Requested'

Creation of an Acceptance Information Document

- Acceptance Information Documents can be created by GSA users and contractors any time after the basic Purchase Order is awarded
- Acceptance Information Documents accompany invoices imported from VITAP
 - Invoice amounts submitted to VITAP are a lump sum
 - Users must itemize the total invoice amount by task item using the Acceptance Information document
 - Payment of an invoice cannot be processed in ITOMS until the Acceptance Information document is matched to an invoice imported from VITAP


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Select a View:
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Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

Next -> |

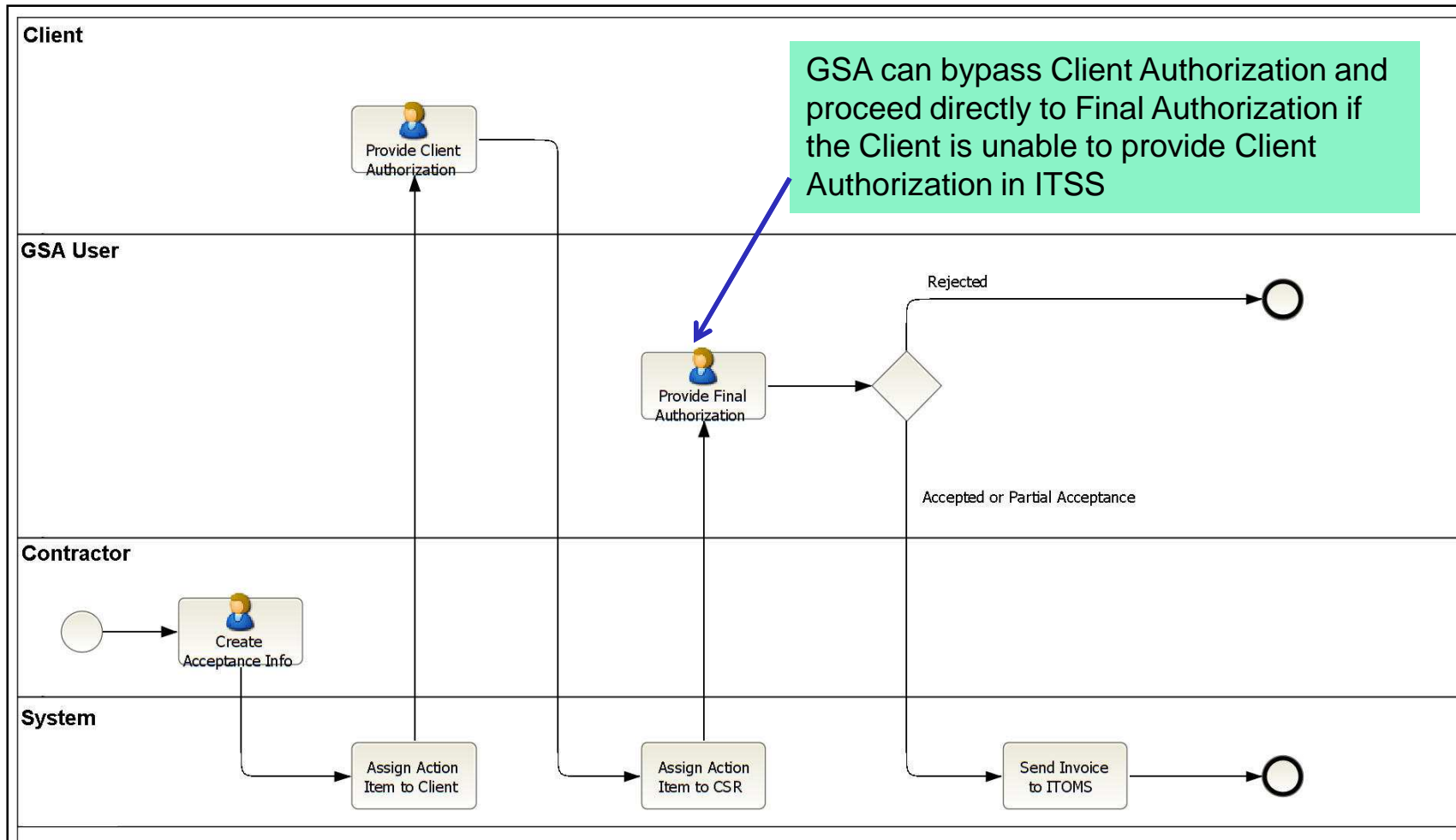
▼ Order Package

- ▼ ID40120044-COI Sarah Client (Organization Name) AWARDED (Mod 001 - AWARDED)>>IT Commodities procurement
 - 00 Chronology
 - ▶ 01 Electronic Contract File (ECF)
 - ▶ 01 BOM/SOW ID40120044 - 000 Version 00 Amendment 00 AWARDED
 - ▶ 01 Order Mod ID40120044 - 001 AWARDED
 - 03 Req for Accept (Matched) Invoice #: INV0002 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Rejected
 - 03 Req for Accept (Matched) Invoice #: INV0003 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Partial Acceptance
 - 03 Req for Accept (Unmatched) Invoice #: INV002 Invoice Amt: \$7,860.00 - Client Acceptance Requested
 - 03 Req for Accept (Unmatched) Invoice #: INV0001 Invoice Amt: \$14,800.00 - Accepted
 - 03 Req for Accept (Unmatched) Invoice #: INV0002 Date: 2012-03-05 Invoice Amt: \$7,860.00 - CSR Acknowledgment Requested

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Click on the *Req for Accept* link in the Order Package View to open an Acceptance Info doc in view mode. Acceptance Info docs can only be generated after a basic order is awarded.

Within the Post-Award Workflow Context




Create an Acceptance Information Doc

The *Acceptance Info* button is displayed on the COI to GSA users and Contractors on awarded orders. Clicking *Acceptance Info* will open a new Acceptance Information document in Edit mode.



The screenshot displays the GSA IT-Solutions Shop interface. At the top left is the GSA logo and the text "IT-Solutions Shop". Below this, it says "You are signed in as Steve Contractor". On the top right, there are links: "Guide Me", "Site Help", "Contact Us", "Need Assistance", and "Log Out". A navigation bar contains "WELCOME", "ORDERS" (highlighted in red), and "REGISTRATION". Below the navigation bar is a section titled "Client Order Information". Inside this section, there is a row of buttons: "Report", "Action Memo", "Acceptance Info" (highlighted with a blue arrow), "Resume Accept", "Staff Notice", and "Go To Order Package". Below the buttons, the following order details are listed:

Order ID:	ID40120044
Client Rep:	Sarah Client (Organization Name)
Client Code:	
Contractor:	Steve Contractor (IT INDUSTRY PARTNERS) under Open Market
Submitted By:	Christopher CSR at 02/22/2012
Order Status:	AWARDED (Mod 001 - AWARDED)
Prior Status:	AWARDED



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Acceptance Information

Close Without Saving

 All Fields marked with  are required.


Submitted By: Steve Contractor at 03/05/2012
Order ID: ID40120044
Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market
Status: **Client Acceptance Requested**

Date Delivered:  Enter date delivered as **mm/dd/yyyy** (service month should be last day of service month)

ACT Number: A2474686T
VITAP Stamp Date:

☐ Invoice Attached (If Attaching Invoice Provide Invoice Number below)

Invoice Number:

Detailed Comments:  See attached invoice.

Enter the Date the goods/services were delivered

Enter the Invoice Number. The AI document *Invoice Number* must match the VITAP Imported Invoice's *Invoice Number* to perfectly match.

Enter comments about the Invoice and/or AI document


Enter the invoice amounts per task item below:
Task Items:

Fiscal Task Type ▾	Item No. ▲	Description ▾	POP From Date ▾	POP To Date ▾	Delivery Date ▾	Task Item Invoice Amount ▾	Partial Amount Accepted ▾
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$10,000.00	
					Totals	\$14,800.00	\$0.00

Click here to calculate totals >> [Calculate](#)

Client Review Comments:

File Attachments:

 Attach Files

[Edit History](#)

[Submit](#) [Close Without Saving](#)

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The Amount Delivered table displays all awarded task items

Users must enter a Task Item Invoice Amount indicating the total invoice amount itemized by task item. If a task item is not being invoiced \$0.00 can be entered.

File attachments have a maximum size limit of 50 MB per file.
 File attachments must have a unique filename within the entire order.

Enter the invoice amounts per task item below:

Task Items:

Fiscal Task Type ↕	Item No. ▲	Description ↕	POP From Date ↕	POP To Date ↕	Delivery Date ↕	Task Item Invoice Amount ↕	Partial Amount Accepted ↕
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$10,000.00	
					Totals	\$14,800.00	\$0.00

Click here to calculate totals >> **Calculate**

Client Review Comments:

File Attachments:



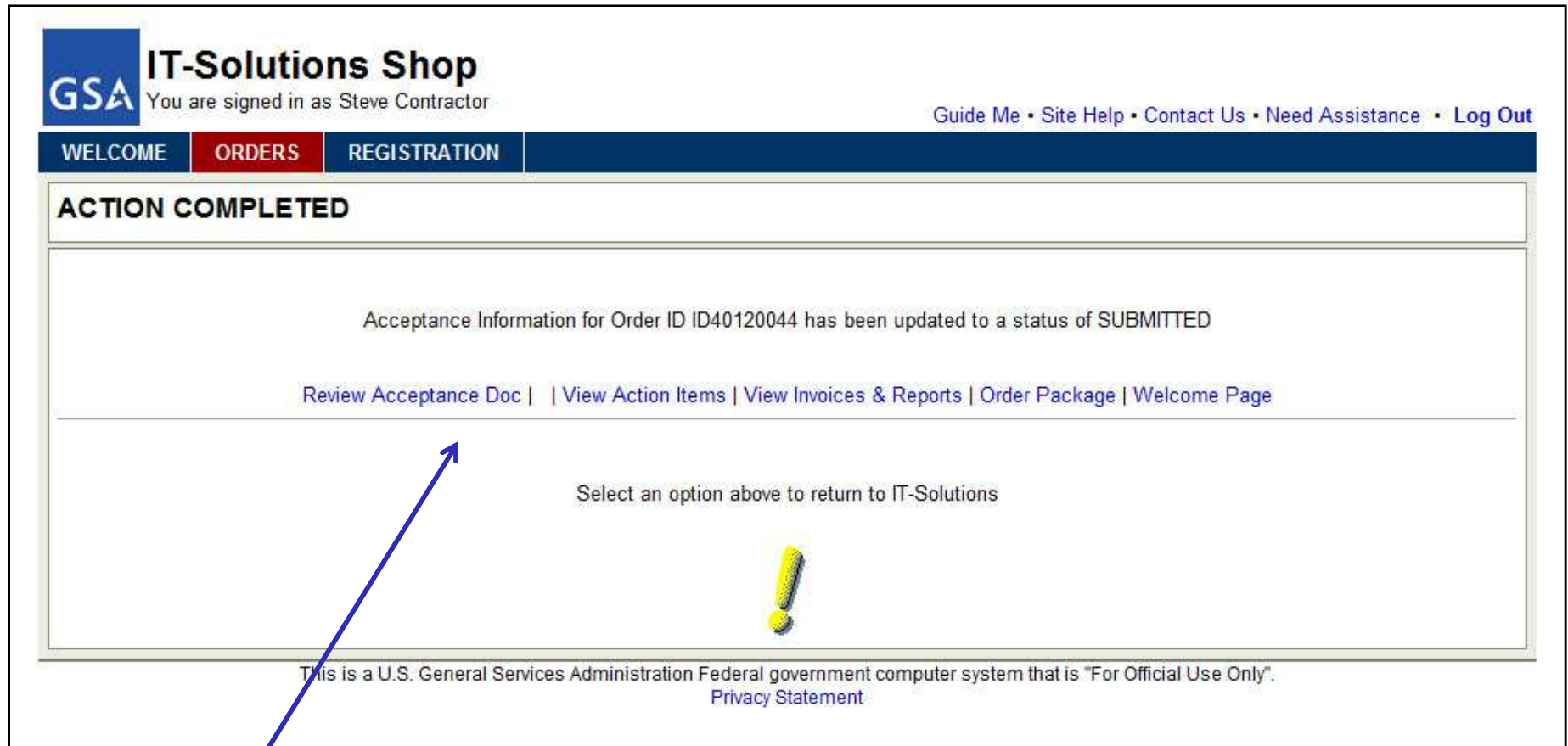
▼ Update History

▶ Edit History

Click *Calculate* to calculate the total Acceptance Information amount.
Click *Submit* to validate and save the data.

Submit

Close Without Saving



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WELCOME **ORDERS** **REGISTRATION**

ACTION COMPLETED

Acceptance Information for Order ID ID40120044 has been updated to a status of SUBMITTED

[Review Acceptance Doc](#) | [View Action Items](#) | [View Invoices & Reports](#) | [Order Package](#) | [Welcome Page](#)

Select an option above to return to IT-Solutions

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Upon successful validation and submission of the form, the user is displayed a confirmation page. The Acceptance Information document status will update to *Client Acceptance Requested* and will appear as an action item on the client's ITSS Landing Page *Action Item* list.

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 You are signed in as Sarah Client

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[WELCOME](#) | **[ORDERS](#)** | [REGISTRATION](#)

Acceptance Information

[Close Without Saving](#)

All Fields marked with are required.

Submitted By: Steve Contractor at 03/05/2012
Order ID: ID40120044
Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market
Status: **Client Acceptance Requested** ←
Date Delivered: 03/05/2012
ACT Number: A2474686T
VITAP Stamp Date:

☐ Invoice Attached (If Attaching Invoice Provide Invoice Number below)

Invoice Number: INV0001
Detailed Comments: See attached invoice.

Task Items:

Clients are displayed the task items in a table with their corresponding task item invoice amounts.

Client Task Item Invoice Amounts include the GSA Fee amount per task item.


Fiscal Task Type	Item	POP From Date	POP To Date	Delivery Date	Client Task Item Invoice Amount	Client Partial Accepted Amount
FFP	10	03/01/2012	02/28/2013	n/a	\$5,376.00	
COM	10	n/a	n/a	03/01/2012	\$20,000.00	
Totals					\$25,376.00	


[Click here to calculate totals >>](#) [Calculate](#)


Client Partial Accepted Amount (Use the fields below to indicate the task item invoice amount that is accepted in a partial acceptance situation only)

If partially accepting the invoice then clients are required to enter *Client Partial Accepted Amount* for each task item

Invoice Date: 03/05/2012

Date Received:  Enter date client received as mm/dd/yyyy

Date Accepted:  Enter date client accepted as mm/dd/yyyy

Client Authorization:  ☒ Client Accepted ☐ Client Rejected ☐ Client Pending

Final Authorization: Pending GSA Acceptance

Client Date Reviewed:

Date Reviewed:

Overall Level of Satisfaction: Rating scale: 5=high to 1=low
☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Client Review Comments:

GSA Review Comments:

File Attachments:

▼ Update History

▶ Edit History

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Date Received is the date that the client received the goods/services. Services are received the last day of the service month. Goods are received on the day the goods are signed for.

Date Accepted is the date the client accepted the goods/services. Should be within 7 days of the date received.

Invoice Date: 03/05/2012

Date Received: Enter date client received as mm/dd/yyyy

Date Accepted: Enter date client accepted as mm/dd/yyyy

Client Authorization: ☐ Client Accepted ☐ Client Rejected ☐ Client Partial Acceptance

Final Authorization: Pending GSA Acceptance

Client Date Reviewed:

Date Reviewed:

Overall Level of Satisfaction: Rating scale: 5=high to 1=low
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Client Review Comments:

GSA Review Comments:

File Attachments:

▼ Update History

► Edit History

Submit Close With Saving

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Client Authorization (aka Client Acceptance) is all or nothing: the user can accept the entire AI doc or the user can reject the entire AI doc.

If the user wants to accept a single task item invoice amount but reject another then they must select *Client Partial Acceptance* and populate the accepted task item *Client Partial Acceptance Amount* with the full task item amount and populate the unaccepted task item *Client Partial Acceptance Amount* with either zero or a portion of the full amount.

Click *Submit* to validate the amounts, save the data, and send the AI doc to GSA for final acceptance

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WELCOME **ORDERS** **REGISTRATION**

ACTION COMPLETED

Acceptance Information for Order ID ID40120044 has been updated to a status of CLIENT ACCEPTED


[Review Client Accepted Doc](#) | [View Action Items](#) | [View Invoices & Reports](#) | [Order Package](#) | [Welcome Page](#)

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Upon successful validation and submission of the form, the user is displayed a confirmation page. The Acceptance Information document status will update to *GSA Acceptance Requested* and will appear as an action item on the CSR's ITSS Landing Page *Action Item* list.

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WELCOMEORDERSFUNDINGREGISTRATIONCONTRACTS

Acceptance Information

Close Without Saving


 All Fields marked with  are required.

Submitted By: Steve Contractor at 03/05/2012

Order ID: ID40120044

Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market

Status: Client Accepted


Date Delivered:  Enter date delivered as mm/dd/yyyy (service month should be last day of service month)
03/05/2012

ACT Number: A2474686T **Discount Terms:** NET 30 DAYS / 00.000 % 00 DAYS / 00.000 % 00 DAYS

VITAP Stamp Date:

☐ Invoice Attached (If Attaching Invoice Provide Invoice Number below)

Invoice Number: INV0001

Detailed Comments:  See attached invoice.

View information about the order

View the Acceptance Information status

Verify and/or enter the required AI information. If the AI document has Client Authorization then the AI document will be populated with data entered by the client.

View Acceptance Information values per task item as entered by the user who initially submitted the AI document and *Client Partial Accepted Amounts* if entered by the client

Task Items:

	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
▶	FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	Surcharge	12.000000000000%	\$0.00	\$5,376.00		
▶	COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$10,000.00	Flat Fee	0.000000000000%	\$10,000.00	\$20,000.00		
						Totals	\$14,800.00			\$10,000.00	\$25,376.00		\$0.00

Click here to calculate totals >> [Calculate](#)

Click the *Calculate* button to calculate all the AI Totals

If partially accepting the invoice then a *Partial Amount Accepted* is required for each task item. For each task item, the Partial Amount Accepted value can be:

- \$0.00
- between \$0.00 and the full *Contractor Invoice Amount* for the task item
- the full *Contractor Invoice* amount for the task item

GSA users can recommend how the client should be billed per task item. To recommend billing amounts per citation, click on the blue twistie of the corresponding task item to expand the available obligations. Recommendations entered on this page will flow down to ITOMS during invoice processing.

Task Items:

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Accepted use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	Surcharge	12.000000000000%	\$0.00	\$5,376.00		
Citation Information for Item No. 1001 (Installation / Maintenance - Base Year)												
Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)	Amt to Bill to Fee (Optional)						
1	02	NITCPFUND0001 (NITCPCITATION0002)	\$15,000.00	\$600.00	\$2,400.00	\$250.00						
2	01	NITCPFUND0001 (NITCPCITATION0001)	\$15,000.00	\$3,000.00	\$2,400.00	\$326.00						
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$10,000.00	Flat Fee	0.000000000000%	\$10,000.00	\$20,000.00		
Totals						\$14,800.00			\$10,000.00	\$25,376.00		\$0.00

Click here to calculate totals >> [Calculate](#)

Citation information for the task item will be displayed below the task item in a table.

Task Items:

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Partial Amount Accepted Use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.
▼ FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	Surcharge	12.000000000000%	\$0.00	\$5,376.00		
Citation Information for Item No. 1001 (Installation / Maintenance - Base Year)												
Burn Order	Subtask Number	Funding Document No. (Citation Code)					Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)		Amt to Bill to Fee (Optional)	
1	02	NITCPFUND0001 (NITCPCITATION0002)					\$15,000.00	\$600.00	\$2,400.00		\$250.00	
2	01	NITCPFUND0001 (NITCPCITATION0001)					\$15,000.00	\$3,000.00	\$2,400.00		\$326.00	

To recommend to FSC how the *Task Item Invoice Cost to Client* amount should be billed, do the following:

1) Manually break out the *Task Item Invoice Cost to Client* by Cost and Fee:

- If you fully accept the invoice then the:

- Total Amt to Bill to Cost is the *Contractor Invoice*
- Total Amt to Bill to Fee is the *Task Item Cost Invoice Cost to Client – Contractor Invoice amount*

- If you partially accept the invoice then the:

- Total Amt to Bill to Cost is the *Partial Amount Accepted* value
- Total Amt to Bill to Fee is either *Surcharge* amount calculated from *Partial Amount Accepted* or *Unbilled Flat Fee* amount


2) For each citation listed, indicate the *Amt to Bill to Cost* and *Amt to Bill to Fee*. The following business rules are enforced:

- Sum of all *Amt to Bill to Cost* (A) values cannot exceed the Total Amt to Bill to Cost (calculated in step 1).
- Sum of all *Amt to Bill to Fee* (B) values cannot exceed the Total Amt to Bill to Fee (calculated in step 1).
- *Amt to Bill to Cost* (A) cannot exceed the *Unbilled to Task Item Cost* (C).
- *Amt to Bill to Fee* (B) cannot exceed the *Unbilled to Task Item Fee* (D).

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Contractor Invoice	Type of Charge	Surcharge Rate	Flat Fee	Task Item Invoice Cost to Client	Client Partial Accepted Amount	Accepted use the field (s) below to indicate the task item invoice amount that is accepted in a partial acceptance situation only.																					
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$4,800.00	Surcharge	12.000000000000%	\$0.00	\$5,376.00																							
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> C D A B </div> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Burn Order</th> <th>Subtask Number</th> <th>Funding Document No. (Citation Code)</th> <th>Unbilled to Task Item Cost</th> <th>Unbilled to Task Item Fee</th> <th>Amt to Bill to Cost (Optional)</th> <th>Amt to Bill to Fee (Optional)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02</td> <td>NITCPFUND0001 (NITCPCITATION0002)</td> <td>\$15,000.00</td> <td>\$600.00</td> <td>\$2,400.00</td> <td>\$250.00</td> </tr> <tr> <td>2</td> <td>01</td> <td>NITCPFUND0001 (NITCPCITATION0001)</td> <td>\$15,000.00</td> <td>\$3,000.00</td> <td>\$2,400.00</td> <td>\$326.00</td> </tr> </tbody> </table>													Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)	Amt to Bill to Fee (Optional)	1	02	NITCPFUND0001 (NITCPCITATION0002)	\$15,000.00	\$600.00	\$2,400.00	\$250.00	2	01	NITCPFUND0001 (NITCPCITATION0001)	\$15,000.00	\$3,000.00	\$2,400.00	\$326.00
Burn Order	Subtask Number	Funding Document No. (Citation Code)	Unbilled to Task Item Cost	Unbilled to Task Item Fee	Amt to Bill to Cost (Optional)	Amt to Bill to Fee (Optional)																											
1	02	NITCPFUND0001 (NITCPCITATION0002)	\$15,000.00	\$600.00	\$2,400.00	\$250.00																											
2	01	NITCPFUND0001 (NITCPCITATION0001)	\$15,000.00	\$3,000.00	\$2,400.00	\$326.00																											
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$10,000.00																											
						Totals	\$14,800.00					\$0.00																					

Click here to calculate totals >> [Calculate](#)


Click *Calculate* to run validations against the data to ensure that the billing recommendations are inline with the obligation amounts

Invoice Date:  Enter invoice date as mm/dd/yyyy
03/05/2012

Date Received: Enter date client received as mm/dd/yyyy
03/01/2012

Date Accepted: Enter date client accepted as mm/dd/yyyy
03/01/2012

Client Authorization: **Accepted**

Final Authorization:  ☐ Accepted ☐ Rejected ☐ Partial Acceptance

Client Date Reviewed: 03/05/2012



Date Reviewed:

Overall Level of Satisfaction: Rating scale: 5=high to 1=low
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Client Review Comments:

GSA Review Comments:

File Attachments:

▼ Update History

Click *Submit* to validate the amounts and save the data. If Final Authorization is Accepted or Partial Acceptance then the Invoice will flow down to ITOMS for further processing.

Submit Close Without Saving

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If the client entered the dates then they will be pre-populated yet editable by the GSA user

Final Authorization (aka GSA Final Acceptance) is all or nothing. If the user Accepts the invoice then every invoiced task item amount is accepted. If the user rejects the invoice then the entire AI doc is rejected.

Therefore, if the user wants to accept a single task item invoice amount but partially accept or reject another then they must select *Partial Acceptance* and populate the *Partial Amount Accepted* field for each task item.

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ACTION COMPLETED

Acceptance Information for Order ID ID40120044 has been updated to a status of ACCEPTED

[Review Accepted Doc](#) | [View Action Items](#) | [View Invoices & Reports](#) | [Order Package](#) | [Welcome Page](#)

Select an option above to return to IT-Solutions

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Upon successful validation and submission of the form, the user is displayed a confirmation page. If the Acceptance Information document is matched to an Imported Invoice and the GSA Final Authorization is either Accepted or Partial Acceptance then the Invoice (with AI document information) will flow down to ITOMS for Invoice Processing.

AI to VITAP Imported Invoice Match Criteria

- For a Perfect Match, AI Document and Invoice must have the exact same:

Order ID

Invoice Number

Invoice Amount

and the AI Document cannot be GSA Rejected.

- An AI document is eligible to be Manually Matched to a VITAP Imported Invoice, if the *Order ID* and *Invoice Amount* exactly match but the *Invoice Number* does not.

When manually matched, the AI Document Invoice Number will be overwritten with the VITAP Invoice Number.

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Imported Invoice Data

[Create Accept](#)
[Auto Reject](#)
[Go To Order Package](#)

This invoice was imported from VITAP. Please review the information below and indicate if this invoice corresponds to an existing Acceptance Information Document.

Submitted by: VITAP IMPORT at 03/05/2012

Order ID: ID40120044

Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under Open Market

Status: **CSR Acknowledgment Requested**

Invoice Date: 03/05/2012

Act Number: A2474686T

VITAP Stamp Date: 03/05/2012

Invoice Number: Inv0002

Invoice Amount: \$7,860.00

Invoice Link: Scanned Invoice Unavailable.

Pegasys Reference Number: 00000035

Submitted Acceptance Information Documents:

The following options are available:

- Match imported data to an existing Acceptance Information document below.
- Click the Create Acceptance button to accept data as a new Acceptance Information document
- Click the Auto Reject button below to create a Rejected Invoice document. Select this option if your region's policy is to reject any invoice data that has no matching Acceptance Information document.

	Date	Invoice Number	Invoice Amount	Status
Match	03/04/2012	INV002	\$7,860.00	Client Acceptance Requested

[Update History](#)

[Create Accept](#)
[Auto Reject](#)
[Go To Order Package](#)

An Imported Invoice Data document is created when a perfect match does not exist amongst existing Acceptance Information documents

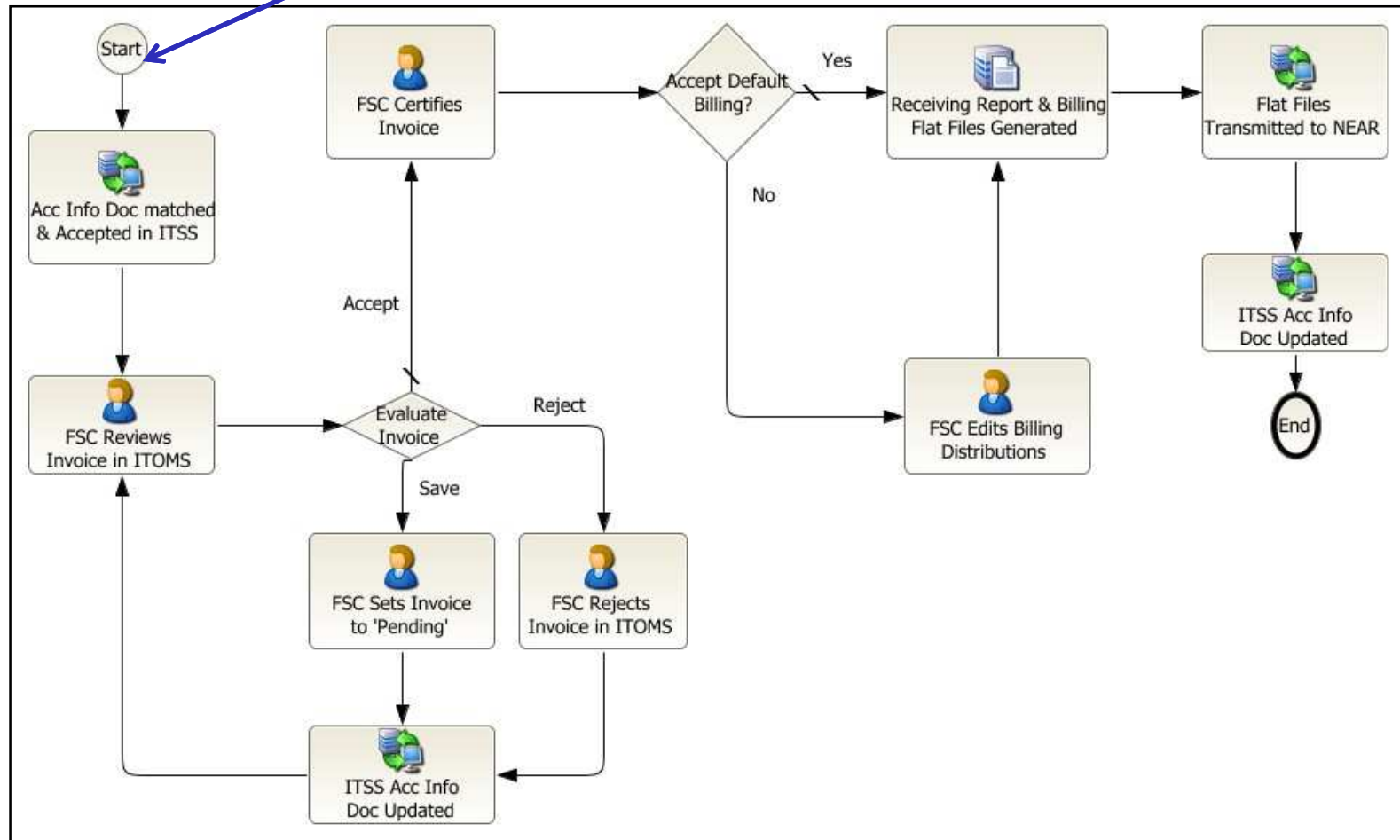
Imported Invoice Data comes over from VITAP as a lump sum. Invoices from VITAP are not itemized by task item.

Users can click *Create Accept* to create an Acceptance Information document from this Imported Invoice.

If a partially matching AI document exists for the order then users have the option of manually matching it to the invoice

Next Steps...

An Acceptance Information document must be matched to an Imported Invoice and either Accepted or Partially Accepted in order to be processed in ITOMS





Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Acceptance Information training module please contact RBA Technical Support:
Phone: (877) 472-4877
Email: AASBS.helpdesk@gsa.gov

